

ALICE SPRINGS BASKETBALL ASSOCIATION INC



TOUR MANUAL

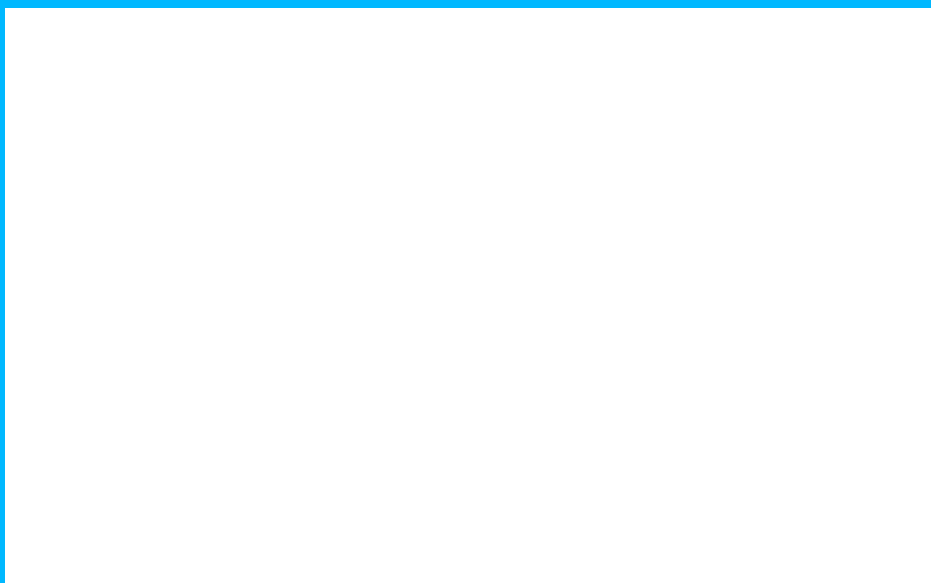


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RESPONSIBILITIES

TEAM MANAGER:

PREPARATION PHASE RESPONSIBILITIES

During the team preparation, the **Team Manager** will:

- a. Advise ASBA Administrator of player details (Attachment D).
- b. Obtain indemnity forms and medical information sheet for each player (Attachment H & I)
- c. Distribute all relevant information to players and parents
- d. Co-ordinate fundraising activities to assist in reducing costs and manage team funds
- e. Collect uniform/accessory orders from players, team management and parent/guardian Agreement to Purchase. Ensure all orders are appropriately completed. (Attachment J & K)
- f. Assist with the collection of uniform/accessory monies before team presentation night.
- g. Converse with ASBA Administrative Officer regarding player monies
 - the break up of payment and due dates
 - Mode of payments – keep a concise record of it
 - Advise players that all monies must be finalised 3 weeks prior to departure.
- h. Collect the first aid kit
- i. Constantly monitor health, welfare and security of team members and management.
- j. Establish good working rapport with parents
- k. Keep referee informed of team activities and travel arrangements etc.
- l. Liaise with other Team Managers about activities and make arrangements for joint presentation night.
- m. Accept responsibility and sign for all equipment on loan from ASBA eg. Balls, second uniform set, first aid kit and any other temporary requirements
- n. Be an Ambassador for Alice Springs Basketball Association
- o. Organise appropriate attire for Management staff through ASBA.

TOURNAMENT RESPONSIBILITIES:

During the Tournament, the **Team Manager** will

OFF COURT:

- a. Set curfew and wake up times in conjunction with the team coaches.
- b. Ensure daily rest periods are observed.
- c. Allocate rooms and check the rooms daily.
- d. Emphasise quiet waking is essential.
- e. Make meal arrangements, monitor dietary intake of players
- f. Arrange laundry requirements
- g. Ensure at the accommodation there is suitable supply of snack foods, cordial, ice for injuries and all other post-game recovery requirements.
- h. Monitor parental/friend access.
- i. Monitor player health/injury and fitness levels.
- j. Ensure correct dress regulations are adhered to at all times.
- k. Co-ordinate all travel requirements for arrival and departures, including vehicle hire.

GAME TIME:

- a. Check players are in correct uniforms
- b. Ensure that at least one spare uniform is on hand in case of blood rule enforcement.
- c. Have alternate set of uniforms on site.
- d. Provide drinks in own guzzlers and ensure that players are constantly hydrated.
- e. Provide first aid, ice, dry and wet towels and ensure first aid kit is at each game.
- f. Check players have removed all jewellery.
- g. Collect all valuables and keep team clothing items together.

POST GAME:

- a. Collect score sheets and statistics
- b. Be supportive after poor performances
- c. Encourage camaraderie and team spirit.
- d. Monitor parental contact and the affects of the same.

POST TOURNAMENT:

- a. Complete the Tour Report no later than one month after completion of the Tournament
- b. Collect all ASBA equipment and return to ASBA office.

RESPONSIBILITIES

ASSISTANT COACH:

PREPARATION PHASE RESPONSIBILITIES

During the Team preparation, the Assistant Coach will:

- a. Work with the Head Coach in the development and implementation of the ASBA program and team goals.
- b. Assist with all games and training sessions and support the coach in the delivery of these programs.
- c. Be present all training sessions and/or be responsible for coaching team members from your region and/or be in close contact with the Head Coach regarding the team program.
- d. Work in harmony with Team Management as one team unit for the benefit of the team. If required assist the Manager with any duties necessary.
- e. Be an Ambassador for the Alice Springs Basketball Association.

TOURNAMENT RESPONSIBILITIES

During the period of the Tournament, the Assistant Coach will:

- a. Handle any problems arising with bench personnel during games
- b. Analyse and evaluate the oppositions offence and defence and suggest a strategy to overcome this to the Head Coach
- c. Completion of:
 - Statistics,
 - Scoresheets
 - Any resources which are available.
- d. Fulfil any task provided by the Head Coach to assist in the performance of the team. ie scouting reports, video taping etc.
- e. Assist the Team Manager with the off court supervision of the players and enforce all directions given by Team Management
- f. Ensure all recovery, injury prevention and care of injuries of all athletes is being addressed.
- g. Assist with any other duties as deemed suitable by the Management Team.

POST TOURNAMENT

- a. Complete the Tour Report no later than one month after the completion of the Tournament.

RESPONSIBILITIES

HEAD COACH:

The Head Coach has the overall responsibility of the team in its entirety until arrival back in Alice Springs.

PREPARATION PHASE RESPONSIBILITIES

During the Team preparation, the Head Coach will:

- a. Submit a proposed Playbook and training program to the ASBA Board within eight weeks of your appointment.
- b. Oversee the complete team program you are responsible for.
- c. Be a member of the team selection panel
- d. Be a positive role model for all players to follow
- e. Work in harmony with the Assistant Coach and Team Manager for the benefit of the team and the Alice Springs Basketball Association representative program.
- f. Organise training times which implement the team philosophies.
- g. Identify other professional consultants who may assist in the organisation and preparation of your team e.g. sports doctor, sports trainer, conditioner, physiotherapist,
- h. Be an Ambassador for Alice Springs Basketball Association.

TOURNAMENT RESPONSIBILITIES

During the Tournament, the Head Coach will:

- a. Be responsible for team discipline at all times. This includes the wearing of correct uniforms, as well as adherence to all rules as per the player guidelines.
- b. Ensure, in the best interest of sponsors, the goals of Basketball.
- c. Exercise discretion when dealing with officials, players and other basketball representatives.
- d. Seek assistance and co-operation from members of staff at accommodation location. Always treat them with respect and consideration.
- e. Handle any problems of dissension that may occur within the team, in conjunction with Team Management.
- f. Consult a physician when determining when a seriously injured player is ready to recommence training/playing. Written documentation should be requested from the physician on injury treatment and recommendations/approval on the commencement of training/playing.

POST TOURNAMENT

- a. Complete the Tour Report no later than 1 month after the completion of the Tournament.

RESPONSIBILITIES

TEAM MANAGEMENT:

DUTY OF CARE

According to accepted legal principles, the Head Coach, Assistant Coach and Team Manager (here after referred to as the **Team Management**) are required to provide a duty of care to their players and are accountable for doing so. In general terms, this means the Team Management must protect their players from foreseeable risk or unreasonable harm. More specifically, the Team Management's duties must include providing adequate supervision, proper progressions, safe facilities and equipment and up to date instruction.

For the duration of the Tour, all Team Management and players are to reside at the same accommodation.

STANDARD OF CARE

In general, adults owe a duty of care to an individual whilst the individual is under his or her control and supervision. They have a duty to take responsible care for the safety of the person entrusted into their care. This duty requires taking reasonable steps to protect against risk of injury which the adult should reasonably have foreseen. The younger the person, the higher the standard of care applied to the adult. The duty of care ends when the child is placed in the supervision and care of another adult authorised to take over the childcare e.g. parent/guardian or authorised adults.

To ensure that adequate care is provided to team members the following should be investigated prior to games:

- That floors are clean, no nails exposed etc
- Nets, rings and supports are secure
- Court surroundings are safe, eg no benches too close to the courts
- First aid including ice is readily available.

Life is a risky business and sport is a part of life for many. Accidents do happen. However, in the event of an accident you should be able to demonstrate that you have taken reasonable steps to prevent potential hazards and manage risks by taking appropriate action.

UNIFORMS

PLAYING UNIFORMS

- a. Alice Springs Basketball Association uniform will be determined by the ASBA Board, which comprises two sets of different colours that represent ASBA. **To save on costs the set may be reversible.**
- b. The playing uniform nominated by ASBA may be purchased by the players and will remain their property at the conclusion of the Tournament. The alternate set to remain the property of ASBA.
- c. The playing uniform design can only be altered with permission of the ASBA Board.
- d. On the front of the uniform the BNT and ASBA logos of equal size must be displayed.
- e. Team sponsor may have a logo attached to uniform if permitted by Basketball Australia.

PLAYER DRESS CODE AND ACCESSORIES

- a. The cost of the team uniform is to be kept to a minimum
- b. ASBA uniform for U/14 Club Nationals may change on an annual basis due to climatic conditions. The uniform may consist of:
 - Tracksuit
 - Playing uniform
 - Warm up top
 - Polo shirt
 - Towel
 - Dress Shorts
 - Team beanies and scarves
 - Jumpers for jackets i.e. rugby style tops or fleece style
 - Hats (no baseball caps)
- c. No other items above these are to be purchased

Dress Standards

- a. Playing uniform: Singlet to be worn tucked inside shorts. Applies to both male and female
- b. No additional garments to be worn or visible under uniform
- c. For opening and closing ceremony, polo shirt and team tracksuit must be worn. (Dress shorts may replace tracksuit due to climatic conditions)
- d. Polo shirts must be tucked in at all times.
- e. Travel uniform the same as opening and closing ceremony.
- f. Baseball caps are not a uniform accessory and are not to be worn at any time during the Tournament.

TEAM MANAGEMENT DRESS CODE AND ACCESSORIES

- a. The cost of the Team Management uniform is to be kept to a minimum
- b. Consistency in the uniform design is to occur from year to year, but may change due to climatic conditions. Team Management uniform is:
 - Coaches jacket
 - Dress shirt
 - Polo shirt
 - Tie or scarf

Optional clothing:

 - Shorts
 - Polo Shirt (different from above)
- c. No other items above this are to be purchased.
- d. Two basketballs will be issued to the Head Coach. They have full responsibility if lost or damaged. Return of the balls to be immediately after completion of Tournament.

REPORTS

HEAD COACH

No later than one month after completion of the Tournament, the Coach is required to submit a report to ASBA detailing: (Attachment Fa)

- Team selection and organisation prior to the Tournament
- Match results, report on style of each game, half time scores, leading scorers, best players and final result. Other stats if possible.
- Provide views on timing and suitability of the tournament
- Player evaluation. An honest evaluation of each player is required outlining their performance, tabulation of their statistics, areas to be addressed for the continuing development. This document is confidential and is used by future coaches as a guide to the player. The players may also receive a copy.
- It is also vital that issues or concerns of player/team management behaviour are reported. If a touring member has acted inappropriately or has acted outside the ASBA Tour Manual guidelines, this should also be reported.

ASSISTANT COACH

No later than one month after completion of the Tournament, the Assistant Coach is required to submit a report to ASBA detailing: (Attachment Fb)

- Team selection team and organisation prior to the Tournament
- Provide view on timing and suitability of the tournament
- Provide a specific and detailed report on the benefits that you have gained from the role of an Assistant Coach. Explain how you will implement these benefits into your coaching and how, what you have learnt will improve you as a coach.
- Any recommendations for the improvement of future programmes
- It is also vital that, issues or concerns of player/team management behaviour are reported. If a touring member has acted inappropriately or has acted outside the ASBA Tour Manual guidelines, this should also be reported.

TEAM MANAGER

No later than one month after the completion of the Tournament, the Team Manager is required to submit a report to ASBA detailing: (Attachment Fc)

- Accommodation review
- Transport Review
- Player evaluations
- Catering
- Injuries
- Financial Report
- Other Comments
- It is also vital that, issues or concerns of player/team management behaviour are reported. If a touring member has acted inappropriately or has acted outside of the ASBA Tour Manual guidelines, this also should be reported.

TOUR REPORTS

REPORT COMPLETION:

- a) The tour report format to be found at the end of this booklet ***Attachment Fa,b,and c.***
- b) Tour reports are to be maintained by all members of Team Management.
- c) Report to contain:
 - Information prior to tour
 - Information during tour.
 - Results
 - Player performance
 - Tour recommendations
 - Other comments
- d) All reports are to be completed and returned to ASBA no later than one month after the completion of the Tournament

EXPENSES – CLAIM

- a) **Team Manager** is to maintain records and receipts of all team Management expenses involved during Tournaments. Expenses to be paid from incidental funds provided by players (e.g. Telephone, fax, ice emergency transport expenses) '**Attachment G**'
- b) Acquittal to be provided to ASBA with final report, no later than one month after the completion of the Tournament.
- c) The Administrative officer will arrange payment of authorised accommodation and transport expenses.

BEHAVIOUR CODE

PLAYERS:

All players will be notified of the following, they and their parents/guardians are to sign an agreement that they:

- Understand the Basketball Agreement – **Attachment A**
 - Will follow the code at all times
 - May be dismissed from the team for failing to observe the code and return to their place of residence at their parents expense.
-
- a) At all times team members will travel and eat meals as a team and never as an individual or in small groups, where appropriate
 - b) Team members will not consume alcohol, take drugs or smoke while under the jurisdiction of **Team Management**.
 - c) Any personal problems should be discussed first with the Team Management.
 - d) Visitors to player rooms must be approved by Team Management
 - e) Members of the opposite sex will not be permitted in player rooms
 - f) All directions set by Team Management and or Coaches must be observed without question (Covering such areas as standard of dress, meal times, rest times, cleaning of accommodation , transport, curfews etc)
 - g) Swearing, “talking trash”, derogatory remarks, on or off the court will not be tolerated
 - h) Vandalism of any type by players will not be tolerated and should it occur, the player/s responsible will be required to meet replacement/repair costs
 - i) As a general rule, juniors will not be released into the care of their parents/guardians until the period under the jurisdiction of Team Management has ended.
 - j) Accommodation and ground transport to be maintained in a neat, clean and tidy condition.

PARENTS/GUARDIANS

Parents or supporters are required to:

- a) Be as supportive as possible of Team Management decisions and directives.
- b) Refrain from booking accommodation at same venue as teams.
- c) Refrain from contacting players during tournament except with Management permission.
- d) At all times support teams during games in a sportsmanlike manner
- e) Point of contact with the Team, on any issue, is with the Team Management. Team Management consists of Head Coach, Assistant Coach and Manager.
- f) Access to athletes is not permitted without the consent of the Head Coach and team Management.

- g) Under the direction of Team Management, parents/guardians will be permitted to attend designated meals or team functions.

BEHAVIOUR CODE

TEAM MANAGEMENT:

Team Management consists of:

- Head Coach
- Assistant Coach
- Team Manager
- Tour Leader (if appointed)
- Other personnel appointed/approved by ASBA

All members of Team Management will be notified of the following and sign an agreement they they :

- Understand the Behaviour Code - '**Attachment B**'
 - Will follow the code at all times
 - Will reduce the chance of future appointment by failing to observe the Code
- a) The highest level of discretion will be used in the partaking of alcohol, cigarettes or use of inappropriate language in the presence of juniors.
- b) Treat all players equally.
- c) Support all members of the Team Management by work and action.
- d) Observe and monitor player's behaviour in relation to Player Behaviour Code.
- e) Dress in a manner which will reflect well on themselves and ASBA
- f) In the case of parent complaints/comments, the **Team Manager**, **Coaches** and will discuss the issue before handling the situation with utmost diplomacy.
Should such an issue be considered serious, then ASBA Board should be called upon to assist.
- g) At least one member of **Team Management** must travel at all times and take meals with the team.
- h) Team Management must make every effort not to place themselves in a compromising situation with team members
- i) **Team Manager** is responsible for the general welfare of the group, except during matches and training sessions.
- j) **Coach** is responsible for the entire organisation of the team whilst on tour and in particular during games and practice sessions.
- k) The **Team Manager** where appropriate (same gender) is to accompany and person when entering players' bedrooms when players are present.
- l) Team Management will not incur expenses on behalf of ASBA without prior authorisation from ASBA Board/Administrator. On tour expenses such as meals, extra transport, hire etc are the responsibility of the Team Management.

CHAMPIONSHIPS

ACCOMMODATION:

- a) The accommodation will be booked by **ASBA Administrator/Team Manager**, taking into account:
- Location
 - Cost
 - Suitability for a team:
 - units preferred with washing/drying facilities
 - Self contained facilities, where applicable
 - Locality of units, within facility
- b) Recommendations from Team Management to be encouraged if they have 'local' knowledge.
- c) The Team Manager will notify all players/parents of accommodation details.
- d) Room allocation will be made by the **Team Management**.
- e) Upon arrival, the **Team Management** must inspect every room and note any damaged furniture etc. **Team Manager** is to advise Accommodation Manager of any details.
- f) Each morning before the team departure, every room must be quickly inspected by the **Team Manager** for vandalism or litter.
- g) Prior to final departure, **Team Manager** must inspect every single room thoroughly and report any damage to the Accommodation Manager.
- h) The **Team Manager** must ensure that any room found to contain litter is cleaned by the player/s concerned prior to departure.

TRAVEL TO/FROM AIR:

The compulsory/appropriate dress uniform as determined by ASBA is to be worn at all times during travel. Including travel to and from place of accommodation during the tournament.

- a) The Administrative officer for ASBA will book air travel.
- b) Travel will be provided for:
- 10 players (if applicable)
 - Head Coach
 - Assistant Coach
 - Referee (if applicable)
 - Team Manage
 - Followers (if notified)

- c) The ASBA Administrative officer/Team Manager will supply flight details, assembly date, time and location to the Team Management for distribution.

TRAVEL TO/FROM BUS:

- a) A suitable sized vehicle to cater to team requirements is to be arranged by ASBA Administrator/Team Manager.
- b) **Team Manager** is to ensure that the bus is kept clean and tidy at all times and that players remove any litter.
- c) The Administrative officer to advise Team Manager of assembly, departure and return dates of bus for distribution.
- d) Ensure the vehicle/s are returned to the hire company with a full tank of fuel or at the same level as received.
- e) If a conflict occurs with transport requirements, (eg) the bus is required to take the team to practice but a player needs to receive medical treatment at the same time, use of a taxi is an acceptable mode of transport for this situation.
Tour incidental funds should be used to pay costs (receipt required).

COMPETITION DETAILS:

- a) All players, referee and Team Management to be supplied with a copy of:
 - Details of venue stadium (address, phone and fax)
 - Tournament draw
- b) Where access to the results on the Internet are not available, as soon as possible following each game, results and two top scorers and brief game report are to be faxed to the ASBA office.

PLAYER DETAILS:

- a) As soon as final team is selected, Team Manager to notify ASBA Administrative officer of player details **Attachment D'**.
- b) Basketball Australia documentation to be completed and returned by the Administrative officer.
- c) Players are to return to the **Team Manager** their Behaviour Agreement and copy of birth extract as proof of age (if not confirmed through attendance at NT Championships). The team Manager shall then return this information to the ASBA office.

REGULATIONS – BASKETBALL AUSTRALIA:

- a) The ASBA Administrative officer is to supply the Team Manager with a current copy of Basketball Australia Regulations.
- b) It is the responsibility of the **Team Management** to be aware of all aspects of Basketball Australia Championships Regulations.

- c) The Administrative officer is to nominate the **Team** Manager as the teams representative on the Judiciary Committee of the Championships.

TEAM NOMINATIONS:

- a) The ASBA Administrative officer with the approval of the ASBA Board will nominate teams for Junior Championships.

FIRST AID SUPPLIES:

- a) ASBA to provide basic first aid kits. These are available from the ASBA Administrative officer and are to be signed for by the Team Manager.
- b) The Team Manager is to maintain the kit supplies. Expenses for this to be claimed from Incidental Funds provided (receipts required)
- c) **Players** are to provide their own strapping tape and personal medications. (These should be checked in with the Manager with all instructions).

MEALS:

- a) The ASBA will formulate a per head cost, to allow for all meals during the tournament. This cost will be distributed to the Team Manager upon team selections.
- b) The **Team Manager** in conjunction with the **Coach** is to plan each meal time in accordance to the teams daily schedule allowing an appropriate amount of time for food to be digested.
- c) The **Team Manager** in conjunction with the **Coach** must ensure a diet of quality food is arranged, which supplies the players with the necessary energy requirements.

ci) MEDICATION:

- a) Players who require medication should carry a prescription with the generic name of the drug in addition to an adequate supply of the medication for the Tour.
- b) **Players** must provide the Team Manager with a Doctor statement identifying the medicine, its purpose and how it's to be administered.
- c) With the possibility of Drug Testing at Australian Championships, the legal status of the medication is to be checked through the Administrative officer by the Team Manager.
- d) The **Team Manager** is to hold all medications in their care and monitor the use of same

SELECTION PROCEDURES AND TEAM PREPARATION

U/14 NATIONAL CLUB CHAMPIONSHIPS:

- a) Athletes are to be identified through selection trials. Junior athletes must be involved in a recognised structured development program by ASBA when trying out for U/14 Australian Club Nationals
- b) Final selections will be named at a time deemed appropriate by the ASBA Board.
- c) Athletes who show outstanding skills and who move to Alice Springs may be added to the squads. To be eligible for selection to the teams for Club Championships, they must have been a resident for three months prior to the Tournament.
- d) In the event of an injury or injured player, the parent/guardian are to provide a written medical clearance from an appropriate medical physician enabling the athlete to compete at the selected tournament.
- e) Selection of the squads will be approved by the ASBA Board.
- f) The ASBA Board shall appoint a selection committee to select the team which will represent Alice Springs.
- g) The selection committee will normally consist of:
 - Head Coach
 - Assistant Coach
 - ASBA Development officer
 - One nominated ASBA Board member

SELECTION OF TEAM STAFF:

- a) Applications for coaches and management staff will be called for in November of each year.
- b) All team staff are to hold a current Ochre card with copy held by ASBA office.
- b) Appointments will be on an annual basis unless otherwise approved by the ASBA Board subject to compliance with ASBA guidelines.
- c) Applications are to be advertised via mail/email to all clubs, notices, newsletters and through local advertisements.
- d) Coaches will be appointed at the earliest possible convenience.
- e) Assistant coaches and Managers will be named within one month of the Head Coach appointment.
- f) The selection committee is to submit their recommendations to the ASBA Board for approval prior to publication for each position of Coach, Assistant Coach and Manager.
- g) If there are unsuitable or no nominations for staff positions then the ASBA Board is to investigate appropriate personnel.
- h) Where possible, Coaches should not be involved with a team in which they have children participating.
- l) All coaches are to have a minimum Level 1 NCAS Accreditation or be in active pursuit of their accreditation.
- j) Managers are encouraged to hold a current First Aid Certificate and have knowledge or an understanding of sports trainer procedures.

- k) If the recommended official has been involved in a previous tour and has not completed the Tour Report, that official will not be officially appointed until the requirements are met.

TEAM ANNOUNCEMENTS:

- a) Teams must be announced by the end of June in each year.
- b) All non -selected athletes have right to seek an explanation for their omission.

REFEREES

ACCOMMODATION/TRANSPORT:

- a) Referees are now accommodated together, away from teams. This is arranged by the **Host Venue**.
- b) Ground transport is arranged by the **Host Venue**
- c) The Administrative officer will notify officials concerned of all details.
- d) The referees will pay their own accommodation costs at the Tournament.
- e) The referee is to order through the Administrative officer and pay for heir uniform when placing the order.
- f) If the referee is available during the team preparation they are to offer assistance with officiating at practice matches.

TRAVEL TO TOURNAMENT:

- a) Referees are to travel to the tournament with the team. If the referee chooses not to travel with the team, the expense is to be met by the referee
- b) The **Team Manager** will inform the referee of the team assembly time and venue.

TEAM FUNCTIONS

PRE TOURNAMENT:

- a) Joint uniform presentation night to be the **Team Manager's** responsibility at an appropriate time prior to departure with approval of ASBA.
- b) The **Team Managers** should extend invitations to:
 - players,
 - player parents/guardians
 - Team Managers
 - Team Referee
 - Sponsors
 - ASBA Development officer.
- c) The evening is to be informal. The format is to be prepared by the Team Manager and should include:
 - Speeches by team coach, Manager and ASBA Official
 - Uniform presentation
 - Legal fund raising activities are acceptable.
- d) It is important the evening is to be inexpensive.

POST TOURNAMENT:

- a) A function may be arranged for the final evening of the Tournament after all duties to the tournament have been completed. **Team Managers** must be in agreement if this is to be a joint event.
- b) Team members and followers only, plus officials
- c) Both **Players** and **Team Management** must adhere to the Code of Behaviour.

'Attachment A'

ALICE SPRINGS BASKETBALL ASSOCIATION REPRESENTATIVE PROGRAM

BASKETBALL AGREEMENT

1. I realise that what I do outside the area of sporting competition affects my practice and my play.
 - This includes a healthy diet, **no alcohol, drugs or smoking** and getting adequate sleep
- 2, I realise that our team can succeed as long as we show our spirit and willingness to work together on and off the court.
- 3, I will look for ways to improve my skills at all times so as to benefit my team.
- 4, I realise that the coach is designing practices so that we might better meet our goals. I realise the suggestions and corrections made to me are not to be taken personally, but should be accepted as a way in which our team and myself may improve.
- 5, I understand that the concept of trust is important to the formation, maintenance and excellence of a team. I will support that concept with positive comments rather than cheap talk.
- 6, I am fortunate to be one of the selected players to represent Alice Springs. I must show that I am deserving of this position by being a responsible individual –
 - Responsible for communication with the coach.
 - Responsible for showing sportsmanship on/off the court
 - Responsible for promptness and alertness to practice and games
 - Responsible for meeting the daily requirements and deadlines
 - Responsible in not expecting things to be done for me that I can do for myself.
 - Responsible for attending all practices and games
 - Responsible for my uniform (cleanliness, tidiness and security)
 - Responsible for equipment belonging to Alice Springs Basketball Association
- 7, I understand the breaking of the rules in this contract shall result in whatever disciplinary action my coach feels suitable.
- 8, I have read, understood and agree to follow the players Behaviour Code attached.

Please Print:
Players Name

.....
Team

Players Signature:

Date:

Coaches Signature:

Date:

ASBA TEAM OFFICIAL'S AGREEMENT

I, (please print) in consideration for Alice Springs Basketball Association (herein after referred to as ASBA) agree to accept my appointment as a team official involved with a Junior Representative team travelling to:

..... Date:

- a) Agree to be bound and comply with the Rules and Regulations of the ASBA and Basketball Australia.
- b) Undertake to comply with each and all directions given by ASBA to the team as a whole or myself individually. I am aware that such directions may apply not only to my conduct, but also to the clothing and equipment which I may wear whilst an Official with the respect to the team.
- c) Agree to travel with the team to, from and during the tour.
- d) Agree to reside in accommodation with the team as reasonably determined by ASBA during the tour.
- e) Agree to pay the ASBA levy.
- f) Agree to provide a report, as per the required format following the tour.

AND I HEREBY INDEMNIFY ASBA against any action, suit, cause of action, demand or claim by me or by any person or persons, whatsoever, made in connection with or arising out of any such injury, illness, accident, misadventure or other mishap to me or otherwise connected in any way with this agreement. And hereby (without in anyway imposing or attaching any liability or obligation upon ASBA to do so) appoint ASBA as my agent, incur such expense as is reasonably necessary for my benefit as aforesaid.

AND THIS AGREEMENT shall have precedence over any agreement I may have with, or instructions I may receive from any other body or any employer, manager, agent, consultant advisor or supplier in relation to this tour.

HEAD COACH

ASSISTANT COACH

TEAM MANAGER

TEAM MANAGER

ASBA JUNIOR REPRESENTATIVE PLAYER PROFILE

Selection in Team:

Attending Championships at:

Surname:

Given Names:

Date of Birth:

Height in cm:

Address:

Contact Phone No (hm):

Contact Phone No (wk):

Email Address:

Playing position: 1 2 3 4 5

HEAD COACHES REPORT

ASBA REPORT ON TOUR:

DATE COACHES NAME:.....

SELECTED TEAM

AGE U/ girls/boys

NO 4..... NO 10.....

NO 5..... NO 11.....

NO 6..... NO 12.....

NO 7..... NO 13

NO 8..... NO 14

NO 9..... NO 15.....

Reserves:

.....
.....

PRIOR TO TOUR

Comment on selection and timing processes, player attitude to training and general organisation of your group

.....
.....

Comment on tour planning details, (use this area to highlight both good and poor e.g. not enough state team practice, early appointment of coach helped)

.....
.....

DURING TOURNAMENT

Comment on choice and timing of tournament

.....
.....

Comment on standard of opposition

.....
.....

Comment on things that can be addressed for the next tour. Includes details to help future coaches better prepare for the tournaments. Eg. Work on press in from out of bounds, lack of experience using 24 second clock.

.....
.....

RESULTS

GAME 1 ASBA v
Score Half time to Final to
Game details:

.....
.....

Best players:

.....
.....

GAME 2 ASBA v
Score Half time to Final to
Game details:

.....
.....

Best players:

.....
.....

GAME 3 ETC

**FINAL TEAM
RESULTS**

ASBA FINISHED OF

PLAYER PERFORMANCE

Including on and off court details

No 4

.....
.....
.....

Playing position/s.....

No.5

.....
.....
.....

Playing position/s.....

No.6

.....
.....
.....

Playing position/s.....

No.7

.....
.....
.....

Playing position/s.....

No.8

.....
.....
.....

Playing position/s.....

No.9

.....
.....
.....

Playing position/s.....

No.10

.....
.....
.....

Playing position/s.....

No.11

.....
.....
.....

Playing position/s.....

No.12

.....
.....
.....

Playing position/s.....

ANY OTHER COMMENTS:

Please include any issue, concern or comments you think will be beneficial to ASBA or any future coach. No matter how large or small your suggestions will be viewed and if appropriate used to improve our tours.

Please do not hesitate to comment on anything. Your reports are confidential and any parts deemed for the Board of Directors only , will be treated as such.

.....
.....
.....

ASSISTANT COACH REPORT

ASBA report on Tour

Date: Assistant Coach Name:.....

PRIOR TO TOUR

Comment on selection and timing processes, players attitude and general organisation of your group

.....
.....
.....

DURING TOURNAMENT

Comment on things that can be addressed for the next tour. Indicate details to help future managers/assistant coaches better prepare for the tournaments e.g. catering, group behaviour, bus company used was excellent or all teams need to be accommodated at the same location.

.....
.....
.....

PLAYERS REPORT

(include details of injuries, behaviour etc)

No 4.

.....
.....
.....

No.5

.....
.....
.....

No 6.

.....
.....
.....

No 7.

.....
.....
.....

No 8.

.....
.....
.....

No 9.

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.....
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No 10.

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.....
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No 11.

.....
.....
.....

No 12.

.....
.....
.....

No 13.

.....
.....
.....

COACHING BENEFITS

Provide a specific and detailed report on the benefits that you have gained from the role of an assistant coach. Explain how you will implement these benefits into your coaching and how, what you have learnt will improve you as a coach

.....
.....
.....
.....

ANY OTHER COMMENTS

Please include any issue, concern or comments you think will be beneficial to ASBA or any future coach. No matter how large or small your suggestions and comments will be viewed and if appropriate used to improve our tours.

Please do not hesitate on commenting on anything. Yours reports are confidential and any parts deemed for the Board of Directors only will be treated as such.

.....
.....
.....
.....

MANAGER REPORT

ASBA REPORT ON TOUR;

DATE: TEAM MANAGER NAME

PRIOR TO TOUR

Comment on tour planning details (Use this are to highlight both good and bad. E.g. costing, uniforms, administrative and financial planning)

.....
.....

DURING TOURNAMENT

Comment on things that can be addressed for the next tour. Indicate details to help future managers better prepare for the tournaments. Eg. Catering, group behaviour, bus company used was excellent or accommodation was sufficient/insufficient.

.....
.....
.....

PLAYERS REPORT

(include details on injuries, behaviour, conduct etc)

No 4.

.....
.....
.....

No 5

.....
.....
.....

No.6

.....
.....
.....

etc.

ANY OTHER COMMENTS

Please include any issue, concern or comments you think will be beneficial to ASBA or and future coach. No matter how large or small, your suggestions will be viewed and if appropriate used to improve our tours.

Please do not hesitate on commenting on anything. Your reports are confidential and any parts deemed for the Board of Directors only will be treated as such.

.....
.....
.....

FINANCIAL DETAILS

TOUR RECEIPTS:

Number of receipts attached

EXPENDITURE

DETAILS

\$.....
\$.....
\$.....
\$.....
\$.....
\$.....
\$.....
\$.....
\$.....
\$.....

TOTAL \$.....

MISCELLANEOUS EXPENDITURE:

Number of receipts attached:

EXPENDITURE

DETAILS

\$.....
\$.....
\$.....
\$.....
\$.....
\$.....
\$.....
\$.....

TOTAL \$.....

'Attachment H'

MEDICAL INFORMATION SHEET

Surname: Given Names:

Date of Birth: / / Passport No:

Address: Phone No:

.....

Mother's Name: Father's Name:

Phone No (hm): Phone No (hm):

(wk): (wk):

Fax: Fax:

Email: Email:

Emergency Contact Name:
(other than parent/guardian)

Address:

Phone (hm): (wk): Fax:

Email:

HEALTH COVER:

Medicare No:

Other Cover: No:
(please state)

Please answer all of the following:

- | | |
|---|----------|
| 1, Have you had a tetanus injection in the last 3 years | Yes / No |
| 2, Are you allergic to Penicillin | Yes / No |
| 3, Do you require any special medication | Yes / No |
| 4, I give permission for my child to be given Panadol | Yes/No |
| 5, I give permission for my child to be given Ibuprofen | Yes/No |

If YES state medication and dosage:

.....
.....

Any other special instructions:

.....
.....
.....

MEDICAL INFORMATION SHEET (cont)

Condition	Instructions	Emergency Action
Epilepsy		Yes/ No
Periodic loss of Consciousness		Yes / No
Heart Condition		Yes / No
Heart Disorder		Yes / No
Respiratory Disorder		Yes / No
Allergies		Yes / No
Allergies – Other		Yes / No

Other relevant Medical information:

.....

Recent Injuries:

.....

Specific Diet Requirements:

.....

I authorise the Coaches and Managers to obtain medical assistance, which they deem necessary should an accident occur, and agree to pay all medical expenses incurred on behalf of the above player.

I submit the attached medical information concerning the above player and include details of any limitations, which he/she has for the activities concerned.

Signature Signature
 (Parent/Guardian) (Player)

Date: / /

'Attachment I'

PARENTAL PERMISSION & INDEMNITY AGREEMENT

I,(Parent/Guardian) give my
daughter permission to travel with

Alice Springs Basketball Association Junior Tour to attend the 2017 Australian Under 14 Club Championships in Dandenong Victoria.

I understand that I will take full responsibility of my son's/daughter's actions during this time in accordance with State/Territory laws that will govern him/her and the player agreement that he/she has signed.

I also agree to pay for any damages caused by my son/daughter during this time. I further understand that should my son's/daughter's actions constitute a breach of behaviour then he/she may be sent home by tour officials at my cost.

I understand that all care but no responsibility will be taken in the supervision of my son/daughter by staff members during the time of the Tour, but also realise that my son/daughter cannot be supervised by staff 24 hours per day.

In case of any emergency that may arise I give the Team Manager, or other official permission to act on my behalf in the best interest of my son/daughter. This is to be done only after consultation with the relevant medical professional, given the situation that may arise.

I understand that under no circumstances during this time will any legal actions be taken against any Official who will be supervising my son/daughter during this tournament.

Parent/Guardian Signature:

Players Signature:

Date: / /

'Attachment K'

ASBA REPRESENTATIVE TEAM

PARENTIAL AGREEMENT TO PURCHASE

I, agree to purchase the following
(Parent/Guardian)

items for in
(Athletes name) (Representative team)

Extra uniforms will be supplied by ASBA and are to be returned to ASBA after the completion of the Tournament.

- ◆ Plain white socks (athlete to provide)

Plain Black playing shorts (athlete to provide)

- ◆ Walk out shirt (Polo, Sthn Suns logo) \$

- ◆ Warm-up Shirt (Sthn Suns logo) \$

- ◆ Track Suit -Top & Pants (Sthn Suns logo) \$

- ◆ Players uniform \$

- ◆ Players carry bag
(embroidered with Sthn Suns logo & player number) \$

- ◆ Handtowel
(embroidered with Sthn Suns logo & player no) \$

I will return any equipment belonging to Alice Springs Basketball Association issued to my son/daughter or be otherwise responsible for the replacement or cost thereof.

.....
Signature: Parent/Guardian

/ /
Date

AUSTRALIAN JUNIOR CHAMPIONSHIPS

I,....., having read
(Parent's Name)

and understood the attached information sheet regarding the use photos, give
Basketball Australia, and all Associated bodies (ie. State/Territory
Associations and Institutes), permission to use photographs of my
son/daughter
(Player's Name)

during any activities associated with the Australian Junior Championships in
publications (including Websites) to promote basketball in the future.

.....
(Parent's signature)

Date: / /

.....
(Player's Signature)

Date: / /

PROHIBITED PERSON DECLARATION

The Basketball Australia Member Protection By-Laws makes it a breach of the By-Laws for a Prohibited person (defined as a person who has been convicted of a Serious Sex Offence) to work or seek work in the following roles:

- Coaches who are appointed or seeking appointment (whether employed, contracted or otherwise) for reward;
- Volunteer personnel appointed or seeking appointment, who will or are likely to travel away with teams of players under 18 years of age, and
- Persons appointed or seeking appointment to a role in which that person is likely to have individual and unsupervised contact with players under 18 years of age.

The Basketball Australia Member Protection By-law also makes it a breach of the By-law to appoint, or continue to appoint, a person to a role set out above:

- Without first obtaining this declaration; or
- Where this declaration reveals the person is a Prohibited Person.

The Basketball Australia Member Protection By-laws defines a Serious Sex Offence to mean an offence involving sexual activity or acts of indecency including but not limited to:

- Rape
- Indecent Assault
- Sexual Assault
- Assault with intent to have sexual intercourse
- Incest
- Sexual penetration of child under the age of 16
- Indecent act with child under the age of 16
- Sexual relationship with child under the age of 16
- Sexual offences against people with impaired mental functioning
- Abduction and detention
- Procuring sexual penetration by threats or fraud
- Procuring sexual penetration of child under the age of 16
- Bestiality
- Soliciting acts of sexual penetration or indecent acts
- Promoting or engaging in acts of child prostitution
- Obtaining benefits from child prostitution
- Possession of child pornography and indecent articles

Declaration

I am aware that I am ineligible to work or seek work in the roles set out above if I have been convicted of a Serious Sex Offence, as defined in the Basketball Australia Member Protection By-Law.

I have read and understood the above information in relation to the Basketball Australia Member Protection By-Law and understand my responsibilities and obligations under it.

I declare that I am not a person prohibited under the Basketball Australia Member Protection By-Law from working or seeking work in the roles set out above.

I acknowledge that I am required to advise the President or the CEO of the organisation appointing me, immediately upon becoming a Prohibited Person.

..... Name Signature Date
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Note: Seek legal advice if you are unsure of your status.

Parent/Guardian Consent (in respect of person under the age of 18)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

..... Name Signature Date
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Change History

ISSUE NO.	DATE	COMMENTS
1	2 June 2003	Complete Review and implementation
2	20 May2005	Reviewed and Updated ASBA Board